

ADDENDUM NO. 1
10/20/23

To all Bidders on the Project titled:

GREENHOUSE GAS AND COPOLLUTANT DATA ANALYST
SRPEDD RFQ ENV #2023-03

FOR SUPPORT IMPLEMENTING THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA) CLIMATE POLLUTION REDUCTION PLANNING GRANT (CPRG) FOR THE PROVIDENCE-WARWICK METROPOLITAN STATISTICAL AREA (MSA)

For the Southeastern Regional Planning and Economic Development District
88 Broadway
Taunton, MA 02780
508-824-1367

Reference RFQ ENV #2023-03 dated 09/29/2023.

The attention of bidders submitting proposals for the above subject project is called to the following addendum to the set of required project tasks. The items set forth herein, whether of omission, addition, substitution, or clarifications are all to be included in and form a part of the proposal submitted.

RFQ Scope of Work, Deliverables, and Timelines –

Item No. 1:

ADD Task 4: Quality Management

As part of the CPRG process, SRPEDD is required to complete a Quality Assurance Project Plan (QAPP). SRPEDD submitted a draft QAPP to EPA on 10/16/23. Pursuant to the QAPP, the Consulting Team will include staff members that can act as the project grantee Quality Assurance Manager (QAM) and Quality Control Coordinator.

The grantee QA Manager, which will be a role assigned within the technical consultant, is responsible for overseeing the quality system, monitoring, and facilitating QA activities on tasks, and generally helping the SRPEDD Project Manager (PM) and consultant Technical Leads (TL) understand and comply with EPA QA requirements. The grantee QAM will not be involved in data collection or analyses. In selecting a consultant team, SRPEDD will ensure that the grantee QAM is in a separate office or division from the technical consultants that are involved in data collection or analyses for the CPRG. At the request of the SRPEDD PM, the grantee QAM is responsible for conducting periodic independent audits of this project's QA program. The grantee QAM will produce written documentation of the audit results and recommendations.

For each task under this project, the QAM is supported by the QC Coordinator, who will assist in the implementation of the quality system. The QAM will work closely with the PM and QC Coordinator to improve any deficiencies noted during audits.

The QC Coordinator, which will be a role assigned within the technical consultant team, is responsible for assisting the PM and TLs in planning, documenting, and implementing the

QA requirements for this project. Working with the PM, and in consultation with the QAM, they will ensure that process- and project-specific QA documents are developed; that required or recommended protocols are followed; that data are reduced, validated, and reported according to specific criteria; and that QC assessments are performed. The QC Coordinator will communicate with the PM and the QAM, as needed, on quality issues.

In addition, QC functions will be carried out by other technical staff and will be carefully monitored by the PM, who will work with the QA Manager to oversee this plan and implement quality improvements. For work done under this project, technical staff may include persons with expertise in the local residential, commercial, and industrial activities. Technical staff may also include persons with expertise in air pollution engineering, technical reviewers, database specialists, quality auditors, and technical editors. The PM will ensure that technical staff do not review work in a QA capacity for which they were a primary or contributing author.

Consultants serving in the QAM role under this project will have completed a training course on QA/QC activities similar to the course available at <https://www.epa.gov/quality/training-courses-quality-assurance-and-quality-control-activities>. The PM and all TLs under this project will have completed an online training course on air emissions inventories on the Air Knowledge website at <https://airknowledge.gov/EMIS-SI.html>.

All other portions of the RFQ remain **unchanged**.

Please be reminded to acknowledge this Addendum in RFQ responses.

--- End of Addendum No. 1 ---